TOMS Student and User Management Manual

Badger Exam 3-8:
A Smarter Balanced Assessment

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TOMS Student and User Management Manual

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About this Manual

This user manual provides instructions on how to use the Test Operations Management System (TOMS) for the Badger Exam 3-8: A Smarter Balanced Assessment (Badger Exam). You may notice differences in what is displayed on the TOMS website and what is shown in this manual. Data displayed on website pages shown in this manual are for demonstration purposes only and may not reflect valid data. Website pages may appear differently in Mac or Windows browsers.

This section lists abbreviations and icons you may see in this manual and in the TOMS system.

Table 1: Acronyms and Initialisms in TOMS Student and User Management Manual

DAC	District Assessment Coordinator
DPI	Department of Public Instruction
DTC	District Technology Coordinator
ELA	English Language Arts
ETS	Educational Testing Service
IEP	Individualized Education Program
IPR	Individual Profile Reports
ISAAP	Individual Student Assessment Accessibility Profile
SAC	School Assessment Coordinator
STC	School Technology Coordinator
TOMS	Test Operations Management System
WSLS	Wisconsin Student Number Locator System

Table 2: Icons Used in TOMS Student and User Management Manual

Icon	Description
	Notes: This symbol appears next to text that indicates important information related to a task or TOMS feature.
①	Step number: These circled numbers appear on screenshots of the TOMS website and correspond to descriptions or step-by-step instructions in the manual.
TEXT	Bold text indicates the name of a link or clickable button in TOMS.

TOMS Introduction

The Test Operations Management System (TOMS) functions based upon a hierarchy of organizations. In the Wisconsin program, organizations include Educational Testing Service (ETS), the Wisconsin Department of Public Instruction (DPI), districts, and schools. The features that users are able to access and the functions that they can perform within the system are determined by several factors: the user roles that are assigned to them, the permissions given to those roles, and the hierarchical level of the organization(s) to which those roles apply. For example, districts are above schools in the TOMS hierarchy. A district user who has permission to edit student records is able to do so for any student in any school within their district, from a single login. A school user in that same district who has student edit permissions can only view and edit students within their school. A state-level user is able to access information about all of the schools and districts within the state. Users can be assigned multiple roles and multiple organizations. For instance, a user could serve as the School Technology Coordinator for more than one school in their district. When they log into TOMS, they are able to see information about both of their schools from a single login.

TOMS is a secure website designed to manage the Badger Exam 3-8: A Smarter Balanced Assessment (Badger Exam). DPI, district, and school staff can perform the following tasks in TOMS:

- Manage information for students taking the Badger Exam
- Establish accommodations and accessibility resources for students taking the Badger Exam
- Access statewide, district, school and student results for the Badger Exam
- Manage information for authorized TOMS users
- Manage information for schools and districts in TOMS

TOMS User Roles

TOMS functions are available to users according to the role assigned to them in the system. Your user role dictates your level of access to TOMS. Users can be assigned to one or more of these roles:

- District Assessment Coordinator (DAC)
- District Technology Coordinator (DTC)
- School Assessment Coordinator (SAC)
- School Technology Coordinator (STC)
- Test Administrator/Proctor

Users assigned a school-level role can only use TOMS to access data for their school(s). Users with a district-level role can access TOMS data for any school in their district using a single login. State-level users can access information for all schools and districts.

TOMS Requirements

TOMS supports the following Web browsers:

- Mozilla Firefox 2.0 and above
- Internet Explorer 9.0 and above
- Google Chrome 4.0 and above
- Safari 3.0 and above
- Google Android (all)
- iPad Safari (all)

System functionality and screen displays may operate or appear differently due to different browser and operating system capabilities. The TOMS Web site is optimally viewed using a screen resolution of 1280 x 1024.

TOMS Troubleshooting

If you need assistance using TOMS, please contact the Badger Exam customer service team by phone at 1-844-711-6493 or by e-mail at badgerexamhelpdesk@ets.org.

Login for the First Time

When you are added as a user in TOMS, you will receive a welcome e-mail from badger-toms-noreply@ets.org. This e-mail will contain your username and a temporary password.

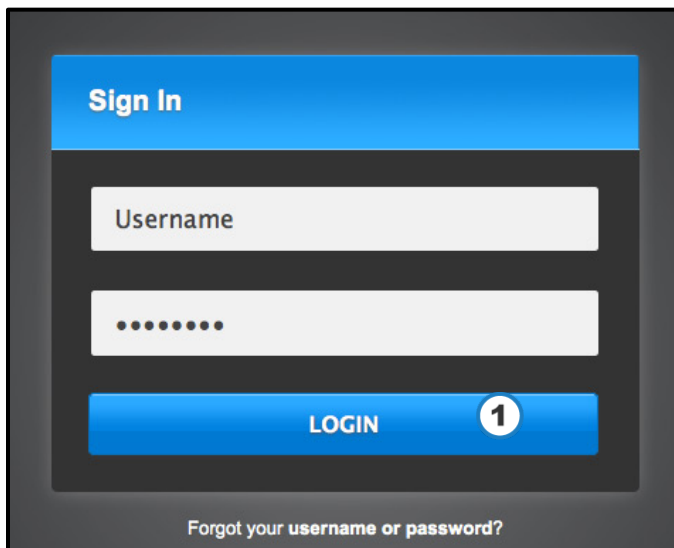|	
⊙	All District Assessment Coordinators (DACs) will be entered into TOMS by the DPI and will receive their welcome e-mail by January 30, 2015. DACs are then responsible for adding additional users at the school level. See Section IV for more information on adding users to TOMS.

⊙	Your temporary password will expire within 30 days. A first-time user whose temporary password has expired or has been forgotten will need to contact his or her District Assessment Coordinator for a password reset.
	TOMS login credentials will be sent from badger-toms-noreply@ets.org. Work with your technology coordinators to have this address added to a safe list to ensure you are able to receive the welcome e-mail. It is not possible to log into the TOMS system without the information from the welcome e-mail.

Follow these steps to log into TOMS for the first time (see Figure 1):

1. Open an Internet browser and go to https://wdpibadger-toms.caltesting.org. Enter the username and temporary password that was sent to your e-mail address. Click **LOGIN**.
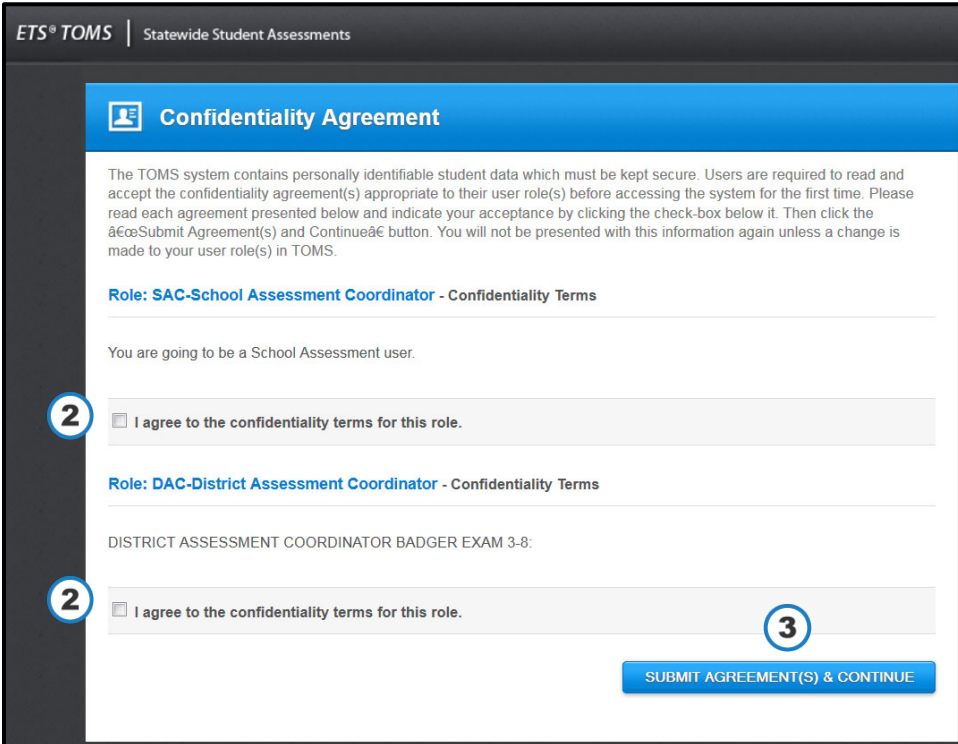
Figure 1: TOMS Login

2. Read and agree to the Confidentiality Agreement (Figure 2). If you have multiple roles (for example, you are both a School Technology Coordinator and a District Assessment Coordinator) you will need to place a checkmark next to each user role listed to indicate acceptance of the Confidentiality Agreement.

3. Click SUBMIT AGREEMENT(S) & CONTINUE.

Figure 2: Confidentiality Agreement

4. You will then be prompted to create a new password (Figure 3). Click **SUBMIT** to confirm your new password.

Figure 3: Create a New Password

Username and password are case sensitive. Your new password cannot be the same as your temporary password. It must be at least 8 characters in length and must contain the following:
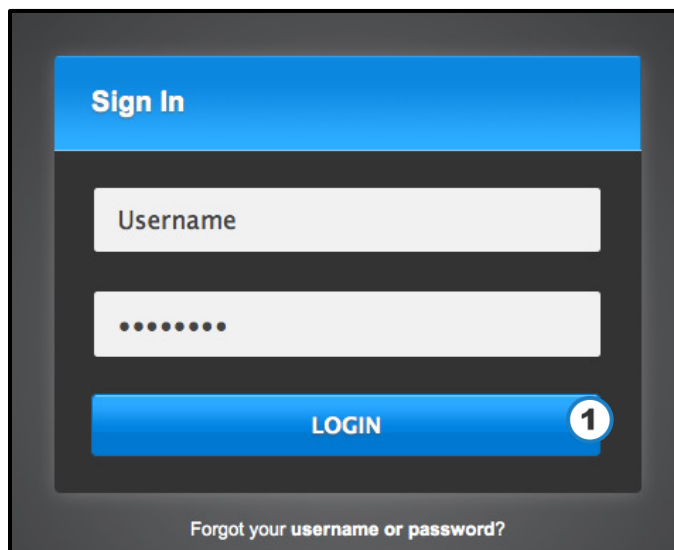
- One lowercase alphabet character

- One uppercase alphabet character

- One number

- One special character

You must login and establish your new password within 30 days of receiving your welcome e-mail. Your password will need to be reset after 180 days.

Reset a password

1. If you forget your username or password, you can click on the **Forgot your username or password?** link on the login form (Figure 4). You will receive an e-mail with new login instructions and a temporary password that will expire in 10 days.

Figure 4: Reset Username or Password

When you log into TOMS, you will see a TOMS home page personalized to your user role. Your home page is known as the Dashboard. From the Dashboard, you can create and delete announcements related to the Badger Exam administration, download the WDPI Badger Exam - Secure Browsers needed to administer the Badger Exam, view student transfer notices, and update your TOMS user profile.

You can perform Dashboard actions based on your assigned user role in TOMS. Not all users will have access to every Dashboard feature. Table 3 lists Dashboard access according to role.

Table 3: Role Permissions for the Dashboard

|	District Assessment Coordinator (DAC)	District Technology Coordinator (DTC)	School Assessment Coordinator (SAC)	School Technology Coordinator (STC)	Test Administrator /Proctor
Create Announcement	✔	✔	✔	✔	
Delete Announcement	✔	✔	✔	✔	
View student transfer announcements	✔	✔	✔	✔	
Download Secure Browsers	✔	✔	✔	✔	✔
Update Profile information	✔	✔	✔	✔	✔

Working in the Dashboard

This section provides an overview of Dashboard functions. From your Dashboard, you can access the links shown in Figure 5:

1. **Dashboard:** Click to return to the Dashboard from wherever you are within the system.

2. **Profile:** Click to view and update your personal information.

3. **Help:** Click to view TOMS documentation and Frequently Asked Questions (FAQ).

4. **Logout:** Click to exit TOMS.

5. **News & Announcements:** Click to read important announcements related to the Badger Exam administration in a popup window. Users assigned certain roles will have the ability to delete an announcement from this popup window.

6. **Create Announcement:** Click to write an announcement and designate who receives it.

7. **Download a Secure Browser:** Click the option for your operating system and follow the installation instructions to download a Secure Browser to use during administration of the Badger Exam.

8. **Student Transfer Notices:** Click to view student transfer notices.

The Dashboard also shows a left navigation menu, which is present on every page within TOMS. From the left navigation menu, you can access the following options:

9. **Organizations:** Click to view and edit organizational data.

10. **Users:** Click to view and edit user data.

11. **Students:** Click to view and edit student data.

12. **Reports:** Click to view and download reports.

Figure 5: Working in the Dashboard
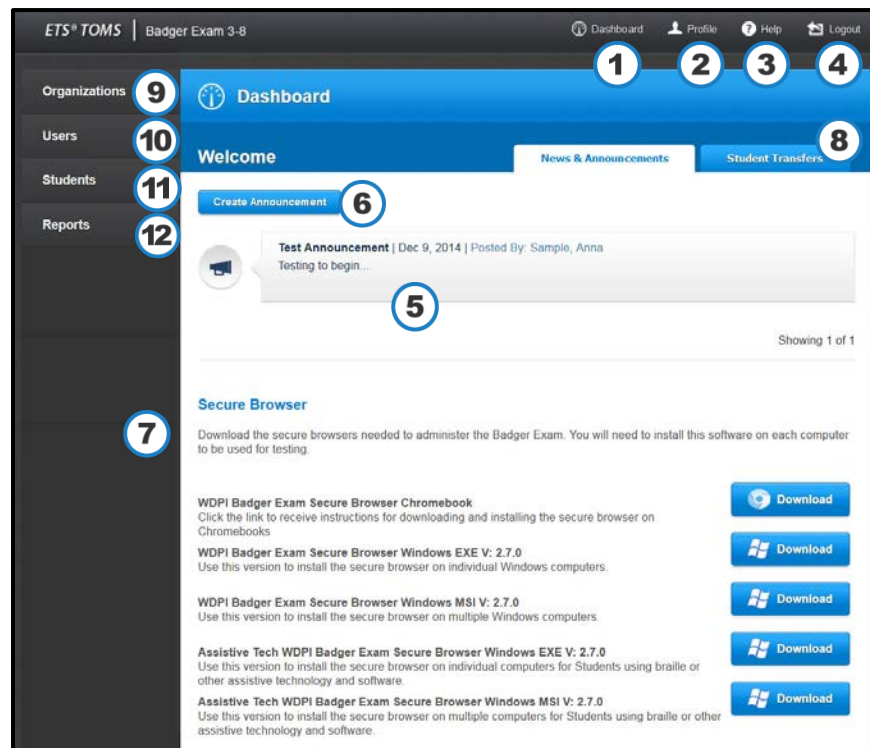
Update Your Profile

From the Dashboard, you can update your profile to change personal information or your TOMS password (see Figure 6).
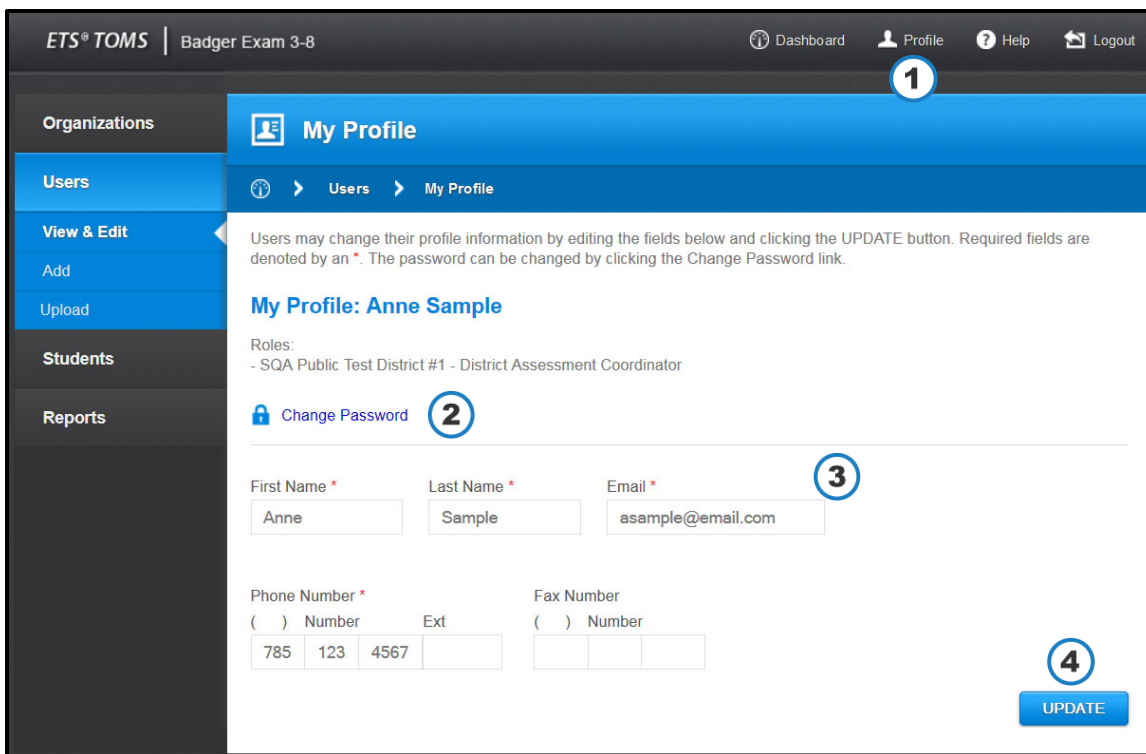
1. From the Dashboard, click on **Profile**.

2. If you need to change your password, click **Change Password**. A popup window will appear where you can enter and confirm your new password. Passwords can be changed once per day.

3. Enter any other changes you want to make to your profile (name, contact information).

> Changing first name or last name will not change your username. Continue to use the username you received in your welcome e-mail.

4. Click **UPDATE** to save your profile changes.

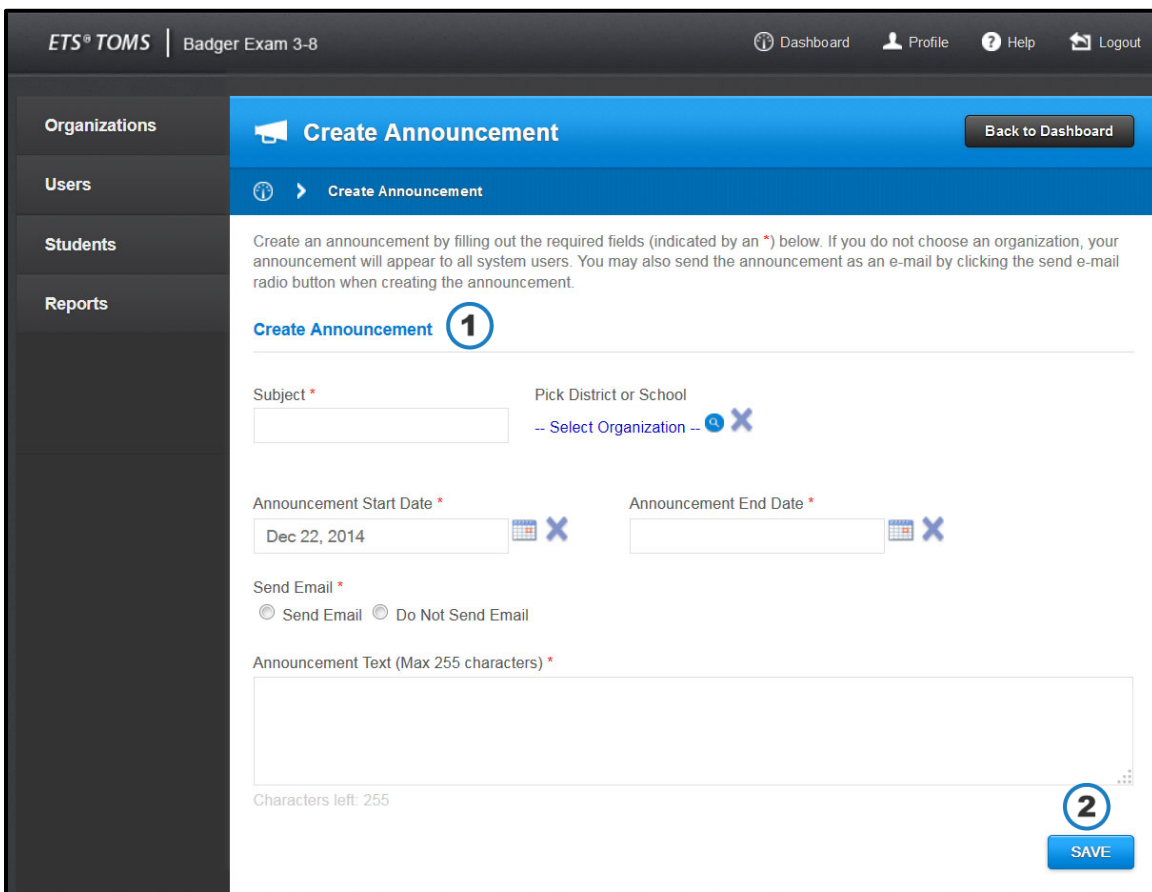**Figure 6: Update Your Profile**

Create an Announcement

Using the announcements function on your Dashboard, you can post information that may help other TOMS users during preparation for and administration of the Badger Exam.

When you post an announcement, you can select which organizations will receive it and whether they will receive it via e-mail in addition to having it appear on their TOMS Dashboard. You can post announcements to school or district users depending on your assigned TOMS role(s). For instance, if you are a DAC you could select the entire district or only one school to receive an announcement. If you select only one school, only TOMS users at that school see the announcement on their Dashboards and/or receive an e-mail with the announcement. Similarly, messages posted by School Assessment Coordinators can only be viewed by other TOMS users assigned to the school.

Follow these steps to create an announcement, as shown in Figure 7.

1. From your Dashboard, click on Create Announcement and complete the required fields. Select which organizations will receive the announcement, if they will also receive it by e-mail, and how long the announcement will be available.

2. Click **SAVE** when you are finished.

Figure 7: Create an Announcement

Delete an Announcement

You can delete an announcement only if your user role allows you to do so (see 3 for a list of user roles and permissions for the Dashboard). The announcement will be deleted from your personal dashboard. If you created the announcement, you will also have the option to delete it from the Dashboard of users you sent it to.

1. From the Dashboard, click the announcement you want to delete. A popup window showing the announcement appears (Figure 8). Click **Delete** to remove the announcement.

Figure 8: Delete an Announcement
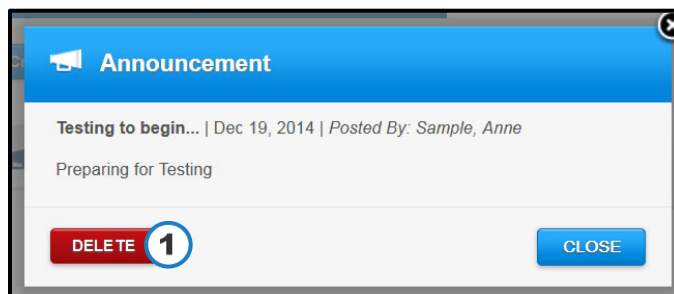
Download a Secure Browser

Students must use a Secure Browser to take the Badger Exam. You will need to install the appropriate Secure Browser on each computer used for testing. More information on how to install the Secure Browser is available in the *Technology Coordinator Manual* found on the DPI website at http://oea.dpi.wi.gov/assessment/Smarter/resources.

View Student Transfer Notices

When a student transfers from one school to another, you can enter the transfer using the **Students** tab on the left navigation menu. See Section V for detailed information on how to enter student transfer information. When a transfer is entered for a student in TOMS, a transfer notice is automatically generated.

You can view these transfer notices from your Dashboard (Figure 9).

1. From the Dashboard, click on the **Student Transfers** tab.

Figure 9: View Student Transfer Notice

When students are transferred from one school to another, both the sending and receiving schools will have transfer announcements posted automatically to the Student Transfers tab of their Dashboards.

Section III: Managing Organizations

Each school or district in TOMS is categorized as an organization. In the Organizations area of TOMS you can view or update addresses and general information for a district or school. You can also view the TOMS users assigned to each school or district.

> By January 30, 2015, DPI will have added most organizations to TOMS.

Your ability to manage data for schools or districts is determined by your user role. Table 4 lists the tasks you can complete in the Organizations area of TOMS according to role.

Table 4: Role Permissions for Organizations

	District Assessment Coordinator (DAC)	District Technology Coordinator (DTC)	School Assessment Coordinator (SAC)	School Technology Coordinator (STC)	Test Administrator /Proctor
Add or edit organizations	✔	✔	✔	✔	
View, add, or edit organization addresses	✔	✔	✔	✔	
Search and view organizations	✔	✔	✔	✔	
View organization users	✔	✔	✔	✔	

There are two ways to locate organizations (i.e., schools or districts) in TOMS:

- View a list of all the organizations you can access based on your user role.
- Search for organizations that match your specific search criteria.

Using either search method, you can view and edit an organization's profile, address, and TOMS users.

View & Edit Organizations in List View

1. Click on the **Organizations** tab in the left navigation menu of TOMS. The View & Edit Organizations page will be displayed. Click on the **District/School List** tab (see Figure 10).

2. Find the organization you want to view and click on its name.

Figure 10: View a List of Organizations
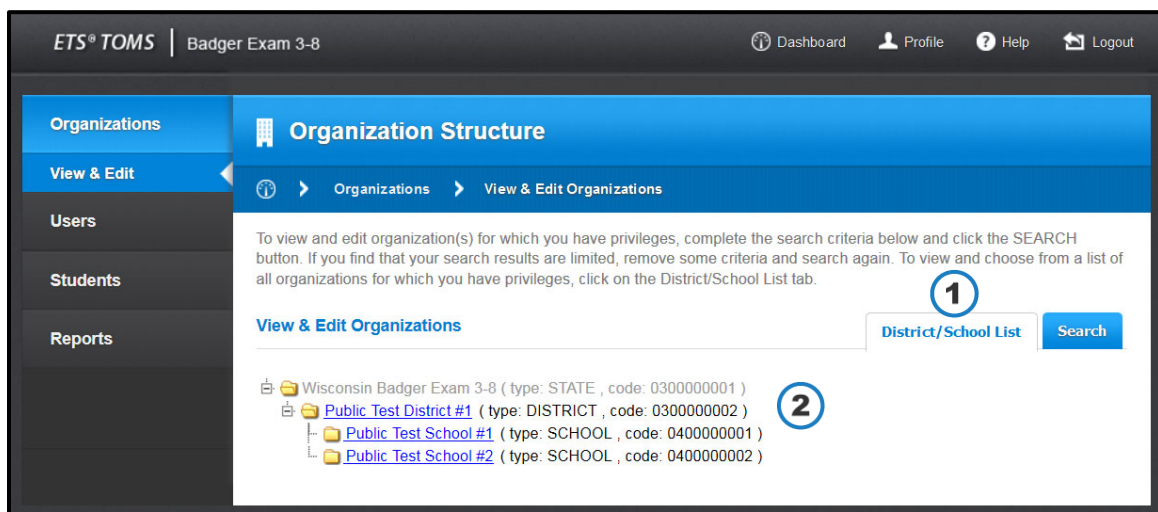
When you click on an organization from the **District/School List** tab, you will be taken to that organization's profile page, shown in Figure 11. You will see several tabs on this page that allow you to view and add information for the organization you selected. These tabs are described below.
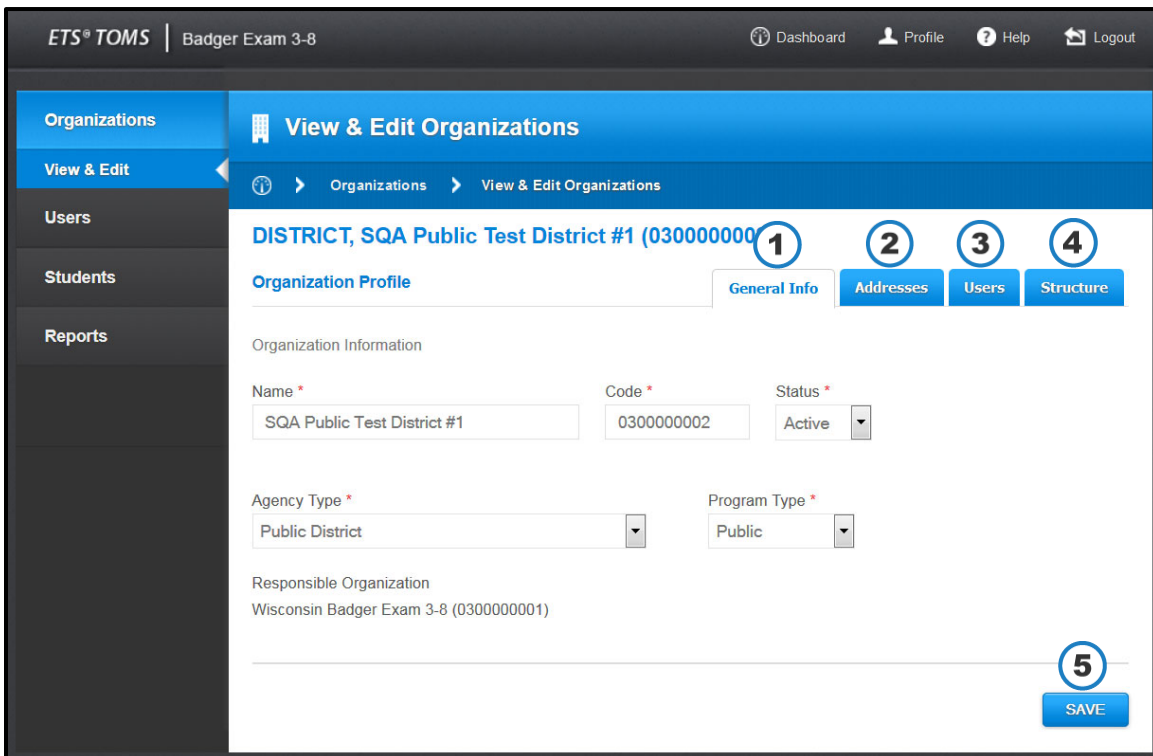
1. **General Info** (Figure 11): From this tab you can complete the following actions:
   - Verify or update the organization name.
   - Verify or update the organization code.
   - Verify or update the organization status (Active or Inactive).
   - Verify or update the agency type.
   - Verify or update the program type.

2. **Addresses** (Figure 12): Click this tab to update addresses for the selected organization.

> Addresses are only needed if an organization is a non-public school.

3. **Users** (Figure 13)**:** Select this tab to view a list of users in the selected organization, their roles in the organization, and their contact information. See Section IV for instructions on how to edit this user information.

4. **Structure** (Figure 14): Only district- or state-level users will see this tab. The Structure tab allows you to see all the schools within a district and edit their information, and add new organizations. From this tab, DACs also have the ability to add new organizations.

5. Click **SAVE** to capture your changes.

Figure 11: View and Edit Information for an Organization – General Info

Figure 12: View and Edit Information for an Organization – Addresses

Figure 13: View and Edit Information for an Organization – Users

Primary	Name	Email	Role	Status	Actions
☐	Thrower, Bev	bwellsks@gmail.com	District Report User	active	✎
✔	Wagner, Jill	jwagner@caltesting.org	DAC-District Assessment Coordi...	active	✎
☐	Wagner, Marie	wagner_vb@yahoo.com	DAC-District Assessment Coordi...	active	✎
☐	Wagner, Andrew	awagner@caltesting.org	DAC-District Assessment Coordi...	active	✎
☐	Wagner, Andy	khalum77@yahoo.com	DAC-District Assessment Coordi...	active	✎
☐	Winston, Marlin	marlin.winston@yahoo.com	DTC - District Tech Coordinato... DAC-District Assessment Coordi...	active	✎
☐	Stauffer, Joe	fakemail15@fakemail.org	District Report User	active	✎

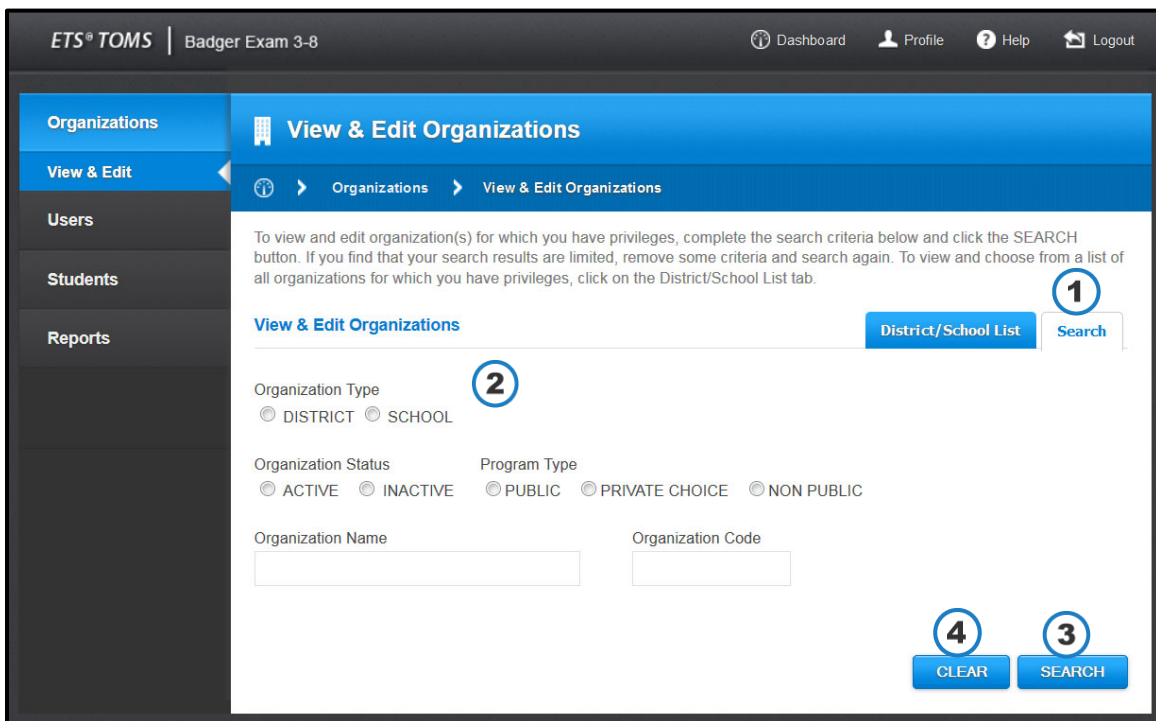Figure 14: View and Edit Information for an Organization – Structure

Organization Profile

This page shows the hierarchical relationship of the selected organization to other organizations.

Responsible Organization
Wisconsin Badger Exam 3-8 (0300000001)

Child Organizations

#	Organization	Type	# of Users	Actions
1	(0400000001) SQA Public Test School #1	SCHOOL	6	✎
2	(0400000002) SQA Public Test School #2	SCHOOL	5	✎

View & Edit Organizations from Search Results

You can choose to search for organizations by entering search criteria. You can filter organizations by type, status, and program type. You can also search by organization name or code. Follow the steps shown in Figure 15 to search for an organization.

1. Click on the **Organizations** tab in the left navigation menu of TOMS. You will see the View & Edit Organizations page. Click on the **Search** tab.

2. Enter your search criteria. You do not have to complete all the search fields.

3. Click **SEARCH** to view the results of your search.

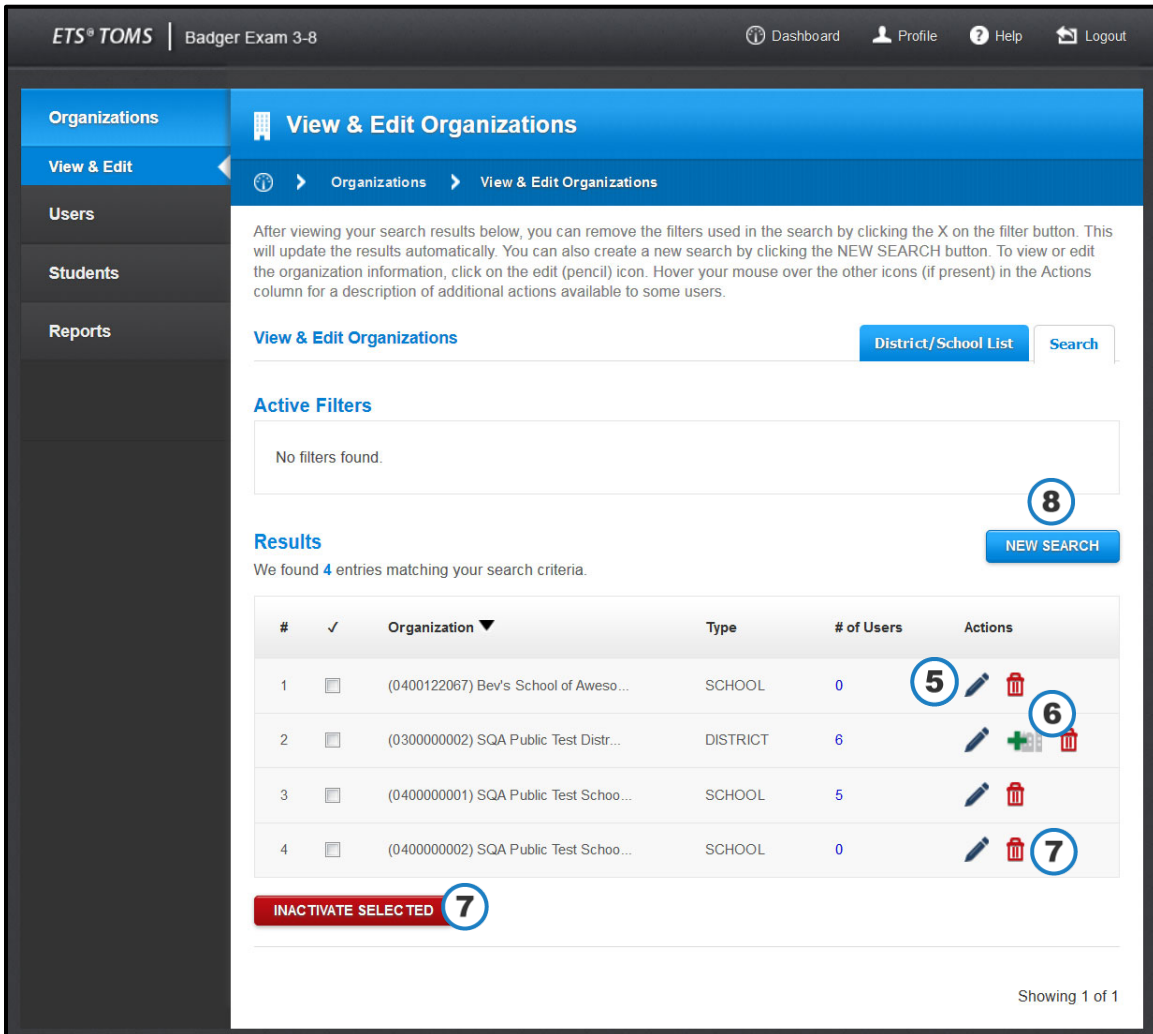4. Select **CLEAR** to begin a new search.

Figure 15: View and Edit Organizations from Search Results

After you enter your search criteria, a Results page will appear (Figure 16).

5. To edit an organization's information, click the edit icon (pencil) next to the organization name. A new page will appear where you may edit the organization's general information (See Figure 11).

6. To add an organization to a district, click the add icon (plus sign).

7. To inactivate an organization, click the delete icon (trash can) or select the organization's check box and click **INACTIVATE SELECTED**.

8. To begin a new search, click **NEW SEARCH**.
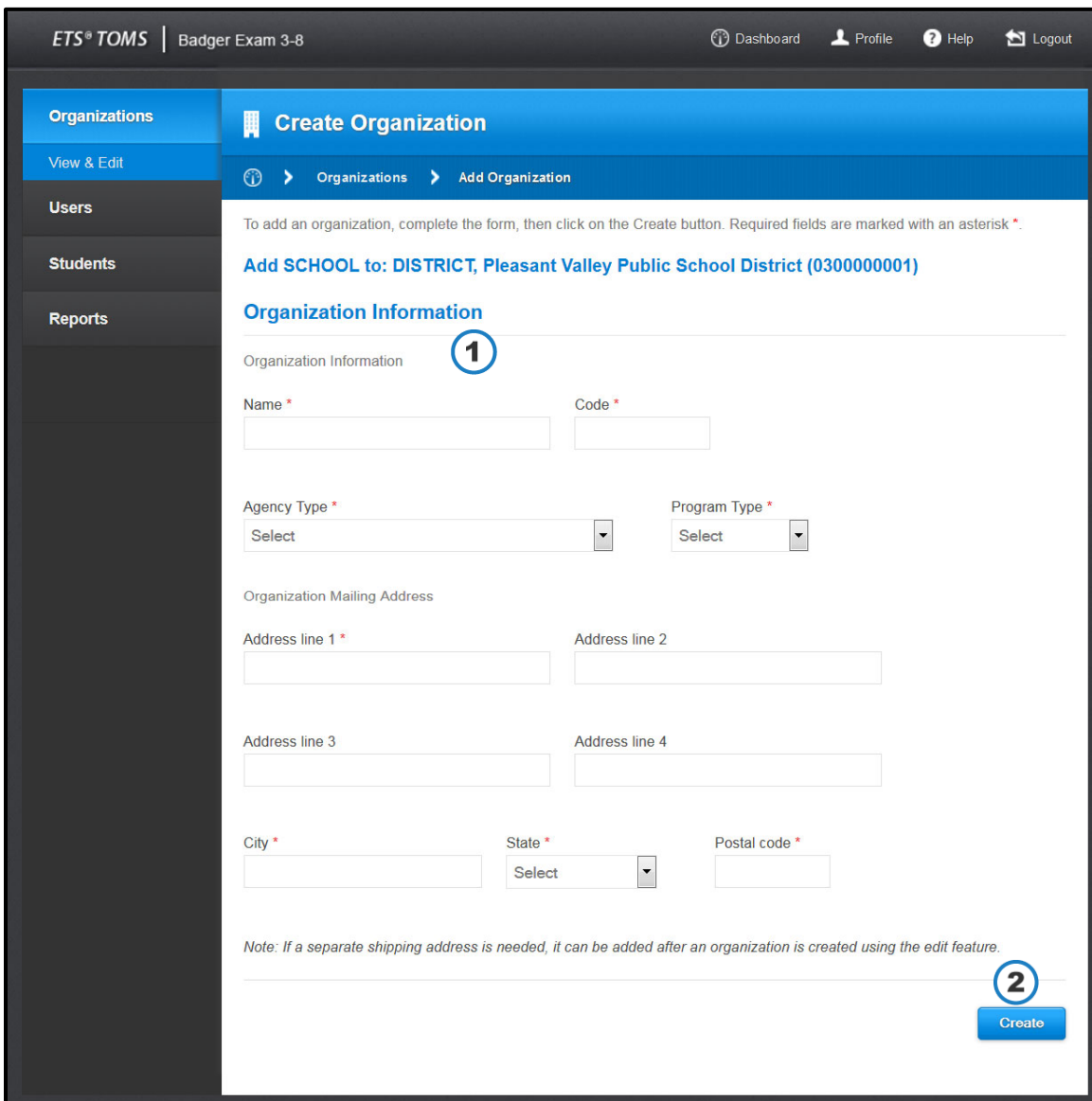
Figure 16: Edit Organization Information from Search Results

Create an Organization

After selecting the add icon (plus sign) displayed in Figure 16, a new screen will appear where you can add a new organization under the selected organization (See Figure 17).

1. Enter the organization Information. Required fields are marked with asterisks.

2. Click **Create**.

Figure 17: Create Organization Information from Search Results

In the Users area of TOMS, you can manage information for TOMS users and perform the following tasks for TOMS users involved in the management and administration of the Badger Exam:

- Update user information
- Deactivate users
- Reset user passwords
- Select user roles
- Add new users

> Beginning on February 3, 2015, DACs are responsible for creating user accounts in TOMS for all SACs in their district. This will enable the SACs to access TOMS in order to administer, monitor, and manage the Badger Exam.

Your ability to manage user data is limited based on your user role. Table 5 lists the tasks you can complete in the Users area of TOMS according to role.
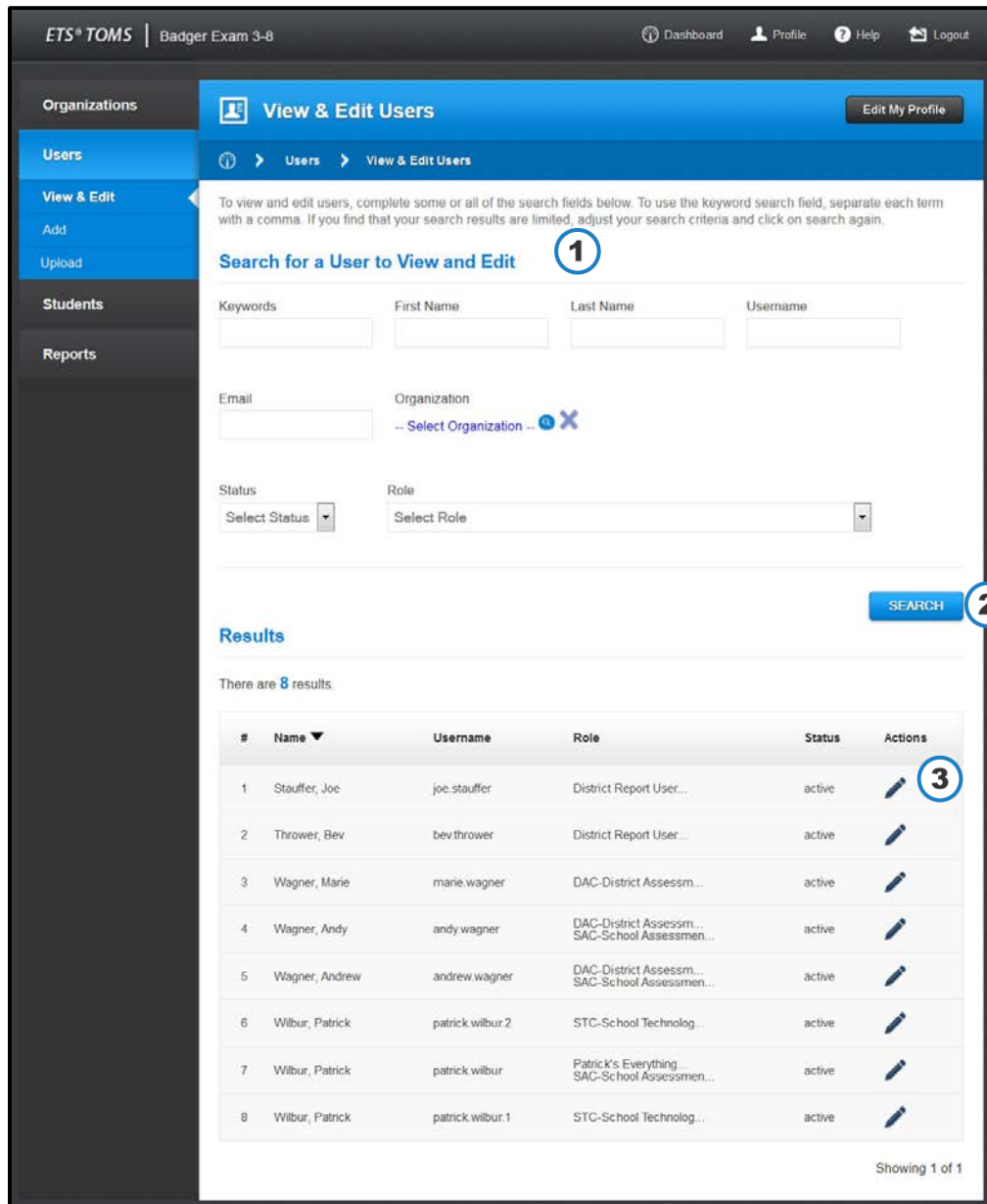
Table 5: Role Permissions for Users

	District Assessment Coordinator (DAC)	District Technology Coordinator (DTC)	School Assessment Coordinator (SAC)	School Technology Coordinator (STC)	Test Administrator /Proctor
View, add, or edit individual user	✔		✔		
View, add or edit user account via upload.	✔		✔		
View user	✔	✔	✔		

View & Edit Information for Existing Users

To update information for existing users, you must first locate the user data in TOMS. Follow the steps shown in Figure 18.

1. On the left navigation menu, click on the **Users** tab and then the **View & Edit** submenu. The View & Edit Users page will be displayed. Enter search terms for the user you wish to locate. You can search by name, keyword, e-mail address, organization, status, and role. Entering partial names or words in any field or leaving fields blank will still generate results.

2. Click **SEARCH**. A results screen will appear.

3. To edit a user, click the edit icon (pencil) next to the user name in the results list.

Figure 18: Search for Existing Users

A new screen will appear where you can edit demographic information for an existing user (Figure 19).
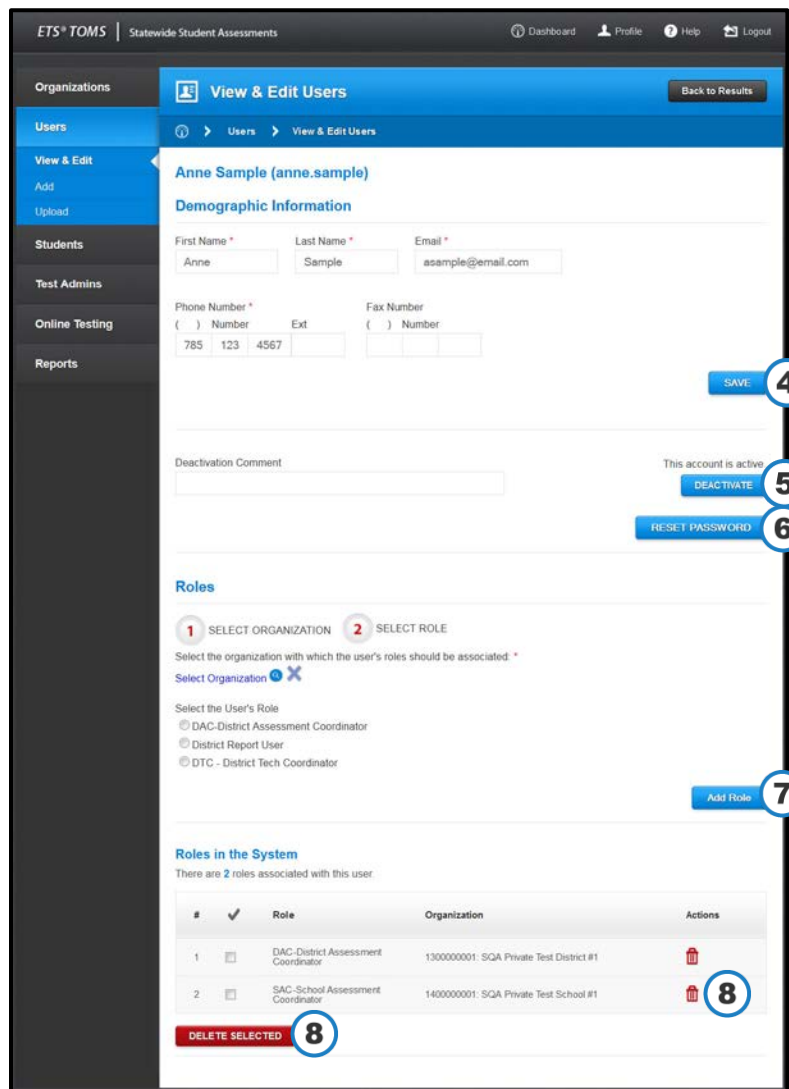
4. To update the user's demographic Information, fill in the fields you want to change and click **SAVE**.

5. To deactivate a user, click **DEACTIVATE**. Users can only be deactivated, not deleted, once added to the system.

6. To reset a user's password, click **RESET PASSWORD**. The user will receive an e-mail with new login instructions.

7. To add an organization and role to a user's profile, first select an organization by clicking on **Select Organization**. A popup window will appear where you can either type in the name of the organization you want or select one from a list. Once the organization is selected, a list of user roles will appear. Select the role you want to assign to the user and click **Add Role**. Repeat these steps to assign additional roles to the same user.

> Multiple organizations and roles can be added for one user. A minimum of one role must be added to a new user profile.

8. To remove a role from a user's profile, click the delete icon (trash can) or select the check box next to the role name and click **DELETE SELECTED**.

Figure 19: Editing Information for an Existing User

Add News Users Individually

You can add users to TOMS in two ways: one by one or by uploading an Excel workbook.

> ⓘ You can add users at your own level and below, with the exception of users assigned the same role as yourself. For example, DACs can add all district- and school-level user types except other DACs. SACs can add STCs and TAs, but not other SACs.

You can enter users into TOMS one by one when you have a small number of users to add. Follow the steps shown in Figure 20.

1. Click on the **Users** tab in the left navigation menu and select **Add** in the submenu that appears. The Create Users page will appear where you can enter demographic and contact information for new users. Select an organization and a role for the user.

2. To add an organization and role to a user's profile, first select an organization by clicking on **Select Organization**. A popup window will appear where you can either type in the name of the organization you want or select one from a list. Once the organization is selected, a list of user roles will appear. Select the role you want to assign to the user and click **Add Role**. Repeat these steps to assign additional roles to the same user.

> ⓘ Multiple organizations and roles can be added for one user. A minimum of one role and one organization must be added to a new user profile.

3. Click **SAVE** when you are finished.

Figure 20: Add New Users Individually

Upload Multiple New Users

If you have a large number of news users to add to TOMS, you can use an Excel spreadsheet from TOMS to upload multiple user profiles at once.

You can only add users at your own level and below, with the exception of users assigned the same role as yourself. For example, DACs can add all district- and school-level user types except other DACs. SACs can add STCs and TAs, but not other SACs.

You can only use the upload feature to add new users. You cannot use the upload feature to upload changes to users already in the system. Changes to existing users must be made within the TOMS interface.

Follow the steps shown in Figure 21 to upload multiple new users to TOMS.

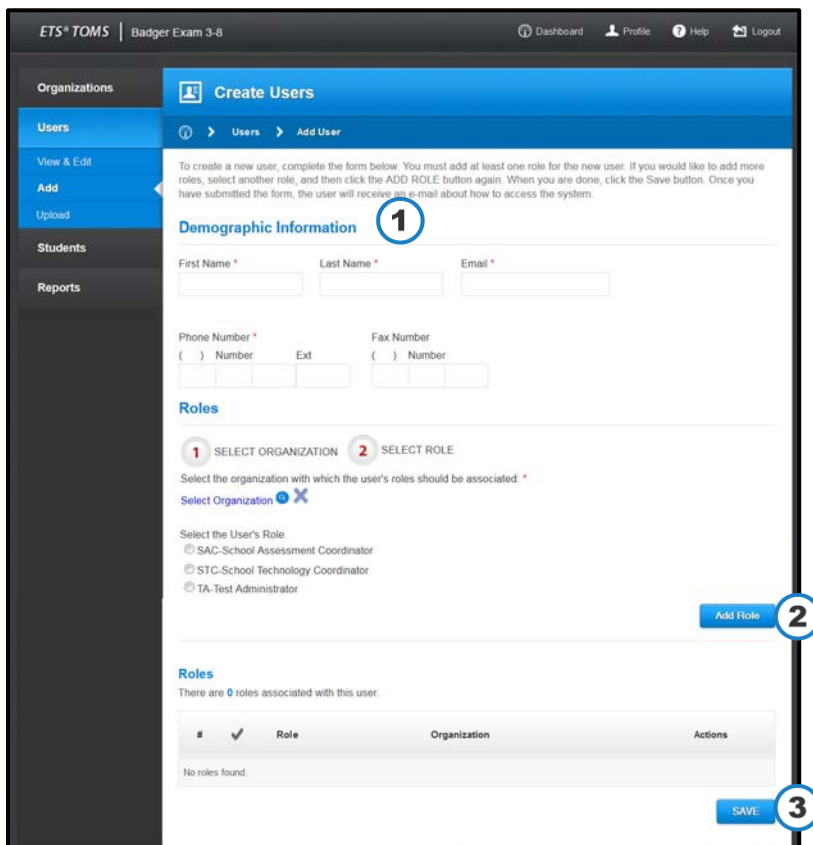1. Click on the **Users** tab in the left navigation menu and then on **Upload** in the submenu that appears. The Upload Users page will display. Click on **Download Spreadsheet Template** to download the Excel spreadsheet to your computer.

   - In the downloaded Excel spreadsheet, enter all the users' information that is to be uploaded to the system. _For requirement details on filling out the spreadsheet, see Appendix A._

   - Save the Excel file to your computer.

2. Click **Browse**. A popup window will appear where you can navigate to the saved Excel file on your computer. Select the Excel file you created.

3. Click **UPLOAD** to import the file into TOMS. You may need to refresh your browser to complete the upload.

4. If the upload generates an error, you will receive an **Error** message. To view errors in the file, click the red number in the Errors column.

5. A red popup will display the file's errors. Records with errors cannot be processed by the system until they are fixed. Once the error is fixed, re-upload the updated file in its entirety without affecting the records processed without errors.

6. To download the errors for the file, click the download icon (blue arrow) next to the file name.

7. To delete an uploaded file, click the delete icon (trash can) next to the file name. Deleting the file does not remove student records that have already been added or edited; it simply removes the listing from the upload page.

Figure 21: Upload Multiple New Users

In the Status column shown next to the filename in Figure 21, you will see the following icons indicating the status of the file(s) you are uploading:

	Processing
	Complete
	Processing Error. Contact Support by phone at 1-844-711-6493 or by e-mail at badgerexamhelpdesk@ets.org.

Once added to TOMS, new users will receive an automated e-mail from badger-toms-noreply@ets.org with a username and temporary password. When adding users by template upload, please allow up to 24 hours for the system to process the request and grant access to the new user(s). The temporary password expires within 30 days.

In the Students area of TOMS, you can complete these tasks: view and update students' demographic information; view, add, or delete a student; transfer a student; and view students' test results.

DACs and SACs can also load and verify student test accessibility resources (designated supports and accommodations) into TOMS from the Students area.

	By January 30, 2015, DPI will upload all student information into TOMS based on the Wisconsin Student Number Locator System (WSLS) enrollment data.

	Information regarding student score reports will be provided in the TOMS Reporting Manual that will be released on March 19, 2015.

The tasks you can complete are restricted by user role. Table 6 lists tasks you can complete according to role.

Table 6: Role Permissions for Students
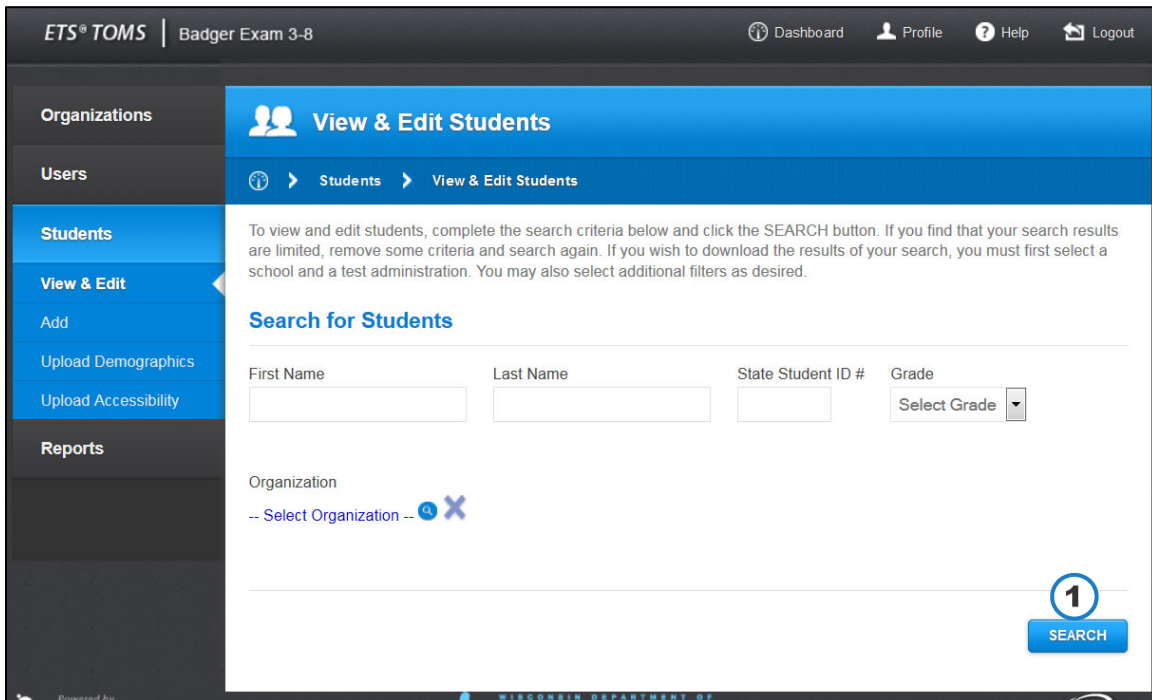
	District Assessment Coordinator (DAC)	District Technology Coordinator (DTC)	School Assessment Coordinator (SAC)	School Technology Coordinator (STC)	Test Administrator /Proctor
Print on demand view	✔	✔	✔	✔	
View student scores tab	✔	✔	✔		
View and delete students	✔	✔	✔	✔	
View, Add or Edit students	✔	✔	✔	✔	
View and transfer students	✔	✔	✔	✔	
Add or edit students via upload file	✔	✔	✔	✔	
View student	✔				✔

View & Edit Existing Student Information

In the TOMS Students section, you can manage demographic and accessibility information for students already entered into the system.

1. Click on the **Students** tab in the left navigation menu and the **View & Edit** submenu. This opens the View & Edit Students page (Figure 22). Enter the search criteria for the student and click **SEARCH**.

Figure22: Search for Existing Students

A list of results will appear (Figure 23).

2. To view and edit a student, click the edit icon (pencil). For steps on how to edit a student, see Edit Student Profile in Section V.

3. To transfer a student, click the transfer icon (two blue boxes). For steps on how to transfer a student, see Transfer a Student in Section V.

4. To delete a student, click the delete icon (trash can). For steps on how to delete a student, see Delete a Student in Section V.

Figure 23: Existing Students Results Page
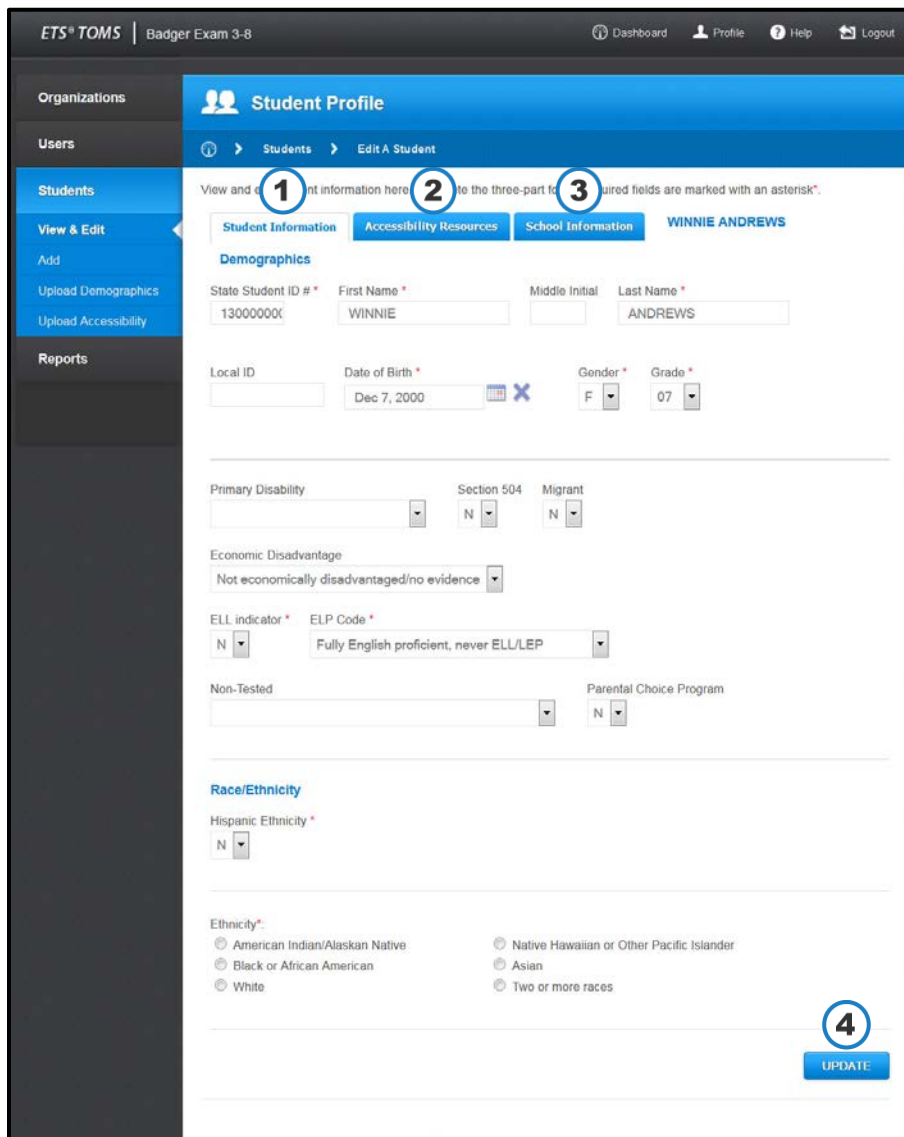
Edit Existing Student Profile

When you click on the edit icon (pencil) next to an individual student's name in the search results page shown in Figure 23, the Student Profile for that student will appear (Figure 24).

Using the tabs on this page, you can complete edits to the student's profile.

1. **Student Info:** Use this tab to make changes to a student's general information, such as demographics and race/ethnicity.

2. **Accessibility Resources:** Click on this tab to make changes to a student's accessibility resources information.

3. **School Information:** Select this tab to make changes to a student's school information, such as the student's school of attendance and school of accountability.

4. To update changes you entered for the student, click **UPDATE**.

Figure 24: Edit Existing Student Profile

Transfer Existing Student

If you need to transfer Badger Exam test administration information for a student to another school within the same district or to another district in the same state, you can use TOMS to make that transfer. The sending school or district is responsible for initiating the transfer.

> The sending school or district is responsible for initiating the transfer. Receiving schools cannot initiate transfers.
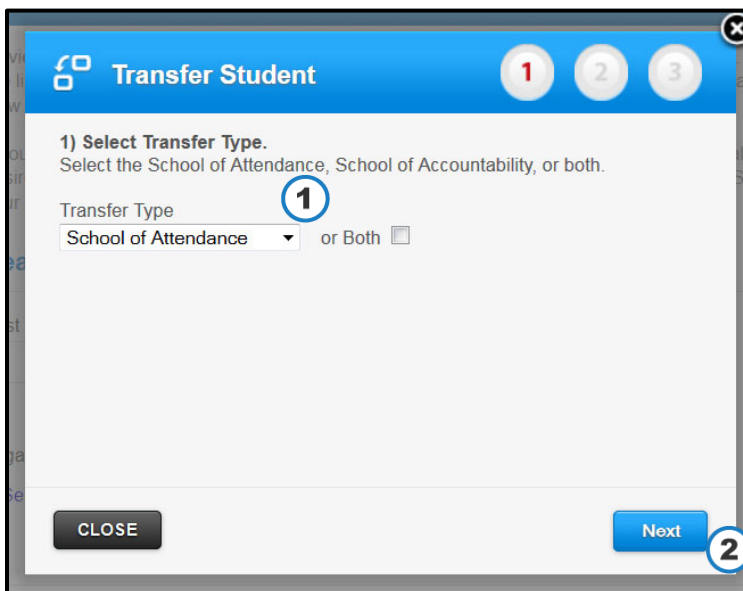
When you click on the transfer icon (two blue boxes) next to an individual student name in the search results page shown in Figure 23, a popup window will appear with the first step in the transfer process (see Figure 25).

1. Select a transfer type (School of Accountability or School of Attendance) from the dropdown menu or select the check box labeled Both.

2. Click **Next** to continue to the next step.

> Under most conditions the School of Attendance and the School of Accountability are the same. In these cases users have to transfer for both schools.

Figure 25: Select Student Transfer Type

A second popup window will appear (Figure 26).

3. Click in the text box and enter the name of the school where the student will be transferring. A list of schools will appear as you type. Select the correct transfer school.

4. Click **Next** to continue to the next step.

Figure 26: Select Student Transfer School

Once you select the transfer school, another popup window will appear where you can review and submit the information you entered and select a transfer reason (Figure 27).

5. Verify the student name is correct.

6. Select a transfer reason.

7. Confirm the transfer school.

8. Click **Submit** to complete the transfer.

Figure 27: Submit Student Transfer

Delete Existing Student

When you click on the delete icon (trash can) next to an individual student's name in the search results page shown in Figure 23, a popup window appears asking you to confirm the deletion. Select Yes or No.

> Starting at the beginning of the test administration, only DPI can delete students.
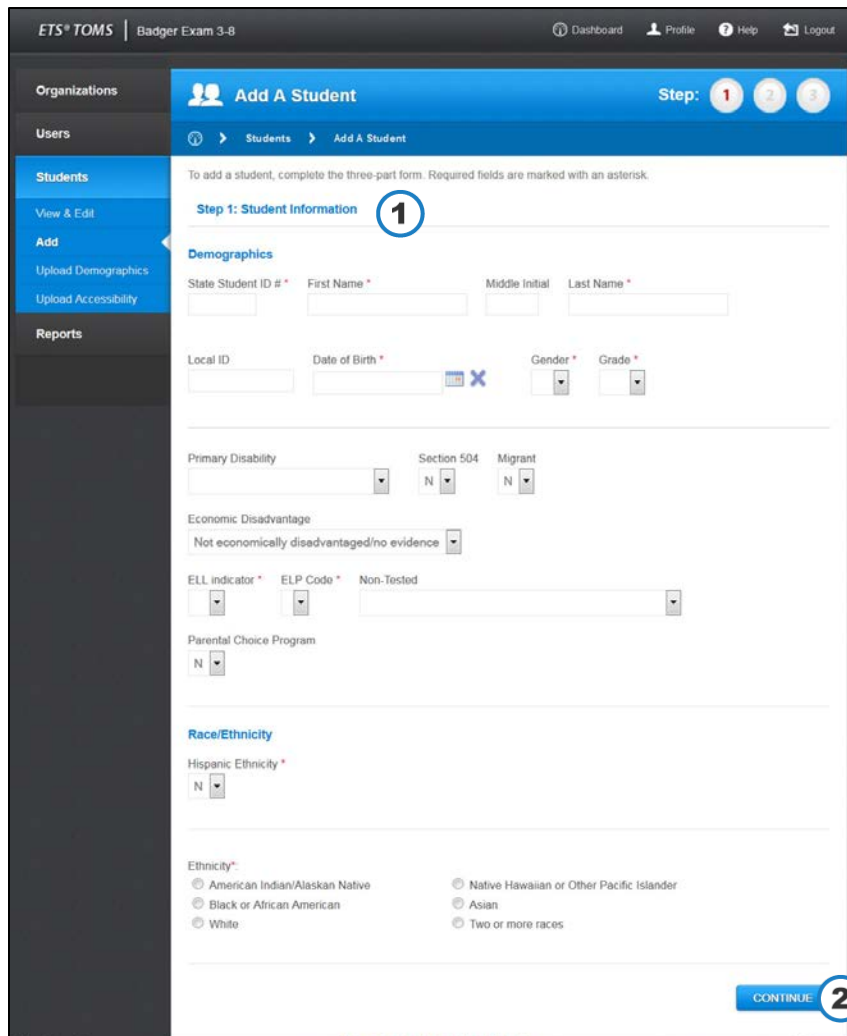
Add Demographics for Individual New Students

Adding individual student profiles to the system is recommended when you have a small number of students to add.

To add students individually, follow the steps shown in Figure 28:

1. Click on the **Students** tab in the left navigation menu and then on the **Add** submenu that appears. The Add a Student page will display. Enter the demographic information for the new student into the fields on this page. Fields with an asterisk are required. Click **CONTINUE** to enter accessibility resources for the student.

Figure 28: Add an Individual New Student

Add Accessibility Resources for Individual New Students

Once you enter the student demographics as shown in Figure 28, you can enter the appropriate accessibility resources the new student will need for the Badger Exam. If the student does require accessibility resources, supports can either be embedded (within the online test) or non-embedded (outside the online test.) Embedded supports must be selected in order for the correct settings to display during the Badger Exam. Selecting an embedded accessibility resource in TOMS will make that resource available to the student during testing. Selecting a non-embedded accessibility resource is a method for reporting that the support was available to the student.

1. Select the accessibility resources for the student. Once all the accessibility resources have been entered, click **CONTINUE**
(Figure 29).

	District Assessment Coordinator and School Assessment Coordinators are responsible for setting each student's test settings in TOMS according to the student's specific needs based on the Smarter Balanced Usability, Accessibility and Accommodations Guidelines posted on the DPI website. Students using use braille devices (Jaws and Voice-Over), speech-to-text, or other assistive technology or software must have "Permissive mode" enabled in their settings in TOMS. Permissive mode is a setting that allows assistive software and devices to function with the Assistive Technology WDPI Badger Exam Secure Browser.
	When braille or Speech to Text is set for a student, the TOMS system will automatically select the "permissive mode" indicator within TOMS. If the student will be using other assistive devices, not associated with braille or Speech to Text, users must manually enable the Permissive Mode option in the Accessibility Resources section of the student's TOMS profile
	To edit a student's test setting, users will log in to TOMS and locate the student's profile. In the Accessibility Resources section of the student's profile, users can edit accessibility resources for the student.

	When braille is selected as an Embedded Accommodation, Print on Demand under Non Embedded Designated Supports will be activated automatically and cannot be edited. The Print on Demand feature for non-braille students can only be edited by DPI.

	Prior to testing, TAs must confirm the accuracy of a student's accessibility resources. If a TA identifies any errors in a student's accessibility resources, TA must contact the School Assessment Coordinator for remedy. Failure to provide the correct accessibility resources may result in a test irregularity.
	See the District Assessment Coordinator/School Assessment Coordinator Guide for details on how to report a test security incident such as this. The Guide is available on the DPI website at *http://oea.dpi.wi.gov/assessment/Smarter*.

	If the new student does not require any accessibility resources, click **Continue** to advance to the next step.

Figure29: Select Accessibility Resources for Individual New Students

Add School Information for Individual New Students

After you complete the Accessibility information for the new student, you will complete the final step to add an individual new student to TOMS. Follow the steps in Figure 30 to finalize the student entry.

1. Select the School of Attendance and the School of Accountability for the student.
2. Click **SUBMIT** to add the student to TOMS.

Figure 30: Submit Individual New Student to TOMS

Upload Demographics for Multiple New Students

If you have a large number of new students to add to TOMS, you can use an Excel template from TOMS to upload multiple new students at once. Follow these steps to upload demographics for the new students.

1. Click on the **Students** tab in the left navigation menu and then in the **Upload Demographics** submenu that appears. The Upload Students page will display (see Figure 31). Click on **Download Spreadsheet Template** to download the Excel spreadsheet template to your computer.

   - On the downloaded Excel spreadsheet, enter all the students' information to be uploaded to the system. *For requirement details on filling out the spreadsheet, see Appendix B.*

   - Save the Excel file on your computer.

2. Click **Browse**. A popup window will appear where you can navigate to the saved Excel file on your computer. Select the Excel file you created.

3. Click **UPLOAD** to import the file into TOMS. You may need to refresh your browser to complete the upload.

4. If the file upload generates an error, you will receive an **Error** message. To view errors in the file, click the red number in the Errors column.

5. A red popup will display the file's errors. Records with errors cannot be processed by the system until they are fixed. Once the error is fixed, re-upload the updated file in its entirety.

6. To download the errors for the file, click the download icon (blue arrow) next to the file name.

7. To delete an uploaded file, click the delete icon (trash can) next to the file name. Deleting the file does not remove student records that have already been added or edited: it simply removes the listing from the upload page.

Figure 31: Upload Demographics for Multiple New Students

In the Status column next to the filename in Figure 31, you will see the following icons indicating the status of the file(s) you are uploading:

	Processing
	Complete
	Processing Error. Contact Support by phone at 1-844-711-6493 or by e-mail at badgerexamhelpdesk@ets.org.

Upload Accessibility Resources for Multiple New Students

When using the template upload function in TOMS to upload multiple users, accessibility resources for new students must be added separately from the student demographic information.

1. Click on the **Students** tab in the left navigation menu and then in the **Upload Accessibility** submenu that appears. The Upload Accommodations page will display (see Figure 32). Click on **Download Spreadsheet Template** to download the Excel spreadsheet to your computer.

   • On the downloaded Excel workbook, enter all the students' information to be uploaded to the system. *For requirement details on filling out the spreadsheet, see Appendix C.*

   • Save the Excel file on your computer.

2. Click **Browse**. A popup window will appear where you can navigate to the saved Excel file on your computer. Select the Excel file you created.

3. Click **UPLOAD** to import your file into TOMS. You may need to refresh your browser to complete the upload.

4. If the file upload generates an error, you will receive an **Error** message. To view errors in the file, click the red number in the Errors column.

5. A red popup will display the file's errors. Records with errors cannot be processed by the system until they are fixed. Once the error is fixed, re-upload the updated file in its entirety without affecting the records processed without errors.

6. To download the errors for the file, click the download icon (blue arrow) next to the file name.

7. To delete an uploaded file, click the delete icon (trash can) next to the file name. Deleting the file does not remove student records that have already been added or edited: it simply removes the listing from the upload page.

> Prior to testing, TAs must confirm the accuracy of a student's accessibility resources. If a TA identifies any errors in a student's accessibility resources, TA must contact the School Assessment Coordinator for remedy. Failure to provide the correct accessibility resources may result in a test irregularity.
>
> See the District Assessment Coordinator/School Assessment Coordinator Guide for details on how to report a test security incident such as this. The guide is available on the DPI website at *http://oea.dpi.wi.gov/assessment/Smarter*.

Figure 32: Upload Accessibility Resources for Multiple Students

In the Status column next to the filename in Figure 32, you will see the following icons indicating the status of the file(s) you are uploading:

	Processing
	Complete
	Processing Error. Contact Support by phone at 1-844-711-6493 or by e-mail at badgerexamhelpdesk@ets.org.

Add Accessibility Resources Information with the BADGER ISAAP Tool

You also have the option of exporting accessibility resources information for new students using the BADGER Individual Student Assessment Accessibility Profile (ISAAP) Tool. With this tool you can generate a file and upload it into TOMS.

The ISAAP Tool is an Excel workbook with specially designed formulas. The tool is designed to facilitate the selection and assignment of designated supports and accommodations for the Badger Exam. The tool can be used to help match student access needs to available accessibility supports and to create an upload file to configure student test setting in TOMS.

Although the ISAAP Tool can be used by individualized education program (IEP) and Section 504 plan teams, it does not take the place of IEP and 504 meetings or plans. The use of the ISAAP Tool is optional.

Before using the ISAAP Tool, we recommend viewing the recorded tutorial video explaining the ISAAP process and tool, now available on the DPI website at
http://oea.dpi.wi.gov/assessment/Smarter/accommodations

You can use TOMS to generate scores for individual students, Individual Profile Reports (IPR), and aggregate results by school or district. Only users assigned certain user roles in TOMS can access reports.

Table 7 lists the types of reports available and which users can access those reports.

Table 7: Role Permissions for Reports

	District Assessment Coordinator (DAC)	District Technology Coordinator (DTC)	School Assessment Coordinator (SAC)	School Technology Coordinator (STC)	Test Administrator /Proctor
Generate User Reports	✔	✔	✔	✔	

Table 8 describes the reports available in TOMS and when they will available for users to view after administration of the Badger Exam.

Table 8: Descriptions and Timelines for TOMS Reports

Report	Description	Timeline
Individual student scores by content area	Student's scale score, corresponding proficiency level, and claim level results.	A student's individual scores will be available in TOMS approximately 10 business days after the student has completed a content area of the Badger Exam.
Individual Profile Reports (IPR)	A downloadable and printable PDF score report for each student that includes ELA and mathematics scale scores, performance level descriptors, claim level results, and claim level descriptors.	IPRs will be available in TOMS approximately 15 business days after a district has indicated that all testing has been completed.
District or School Aggregate Results	A variety of school and district level reports (available to users based on user's permissions).	Aggregated district and school reports are available once 90% of the district has completed testing. Results will be updated as scoring and reporting continues. Complete reports will be available 10 days after the district completes testing.

Download Reports

You can select multiple types of reports to download in TOMS. Follow the steps in Figure 33 to select and download reports.

Click on the **Reports** tab in the left navigation menu. The Reports page will be displayed. You will see the Users tab in this section that you can use to generate report data.

1. **Users:** Click this tab to download Excel files for specific reports.

Figure 33: Download a Report
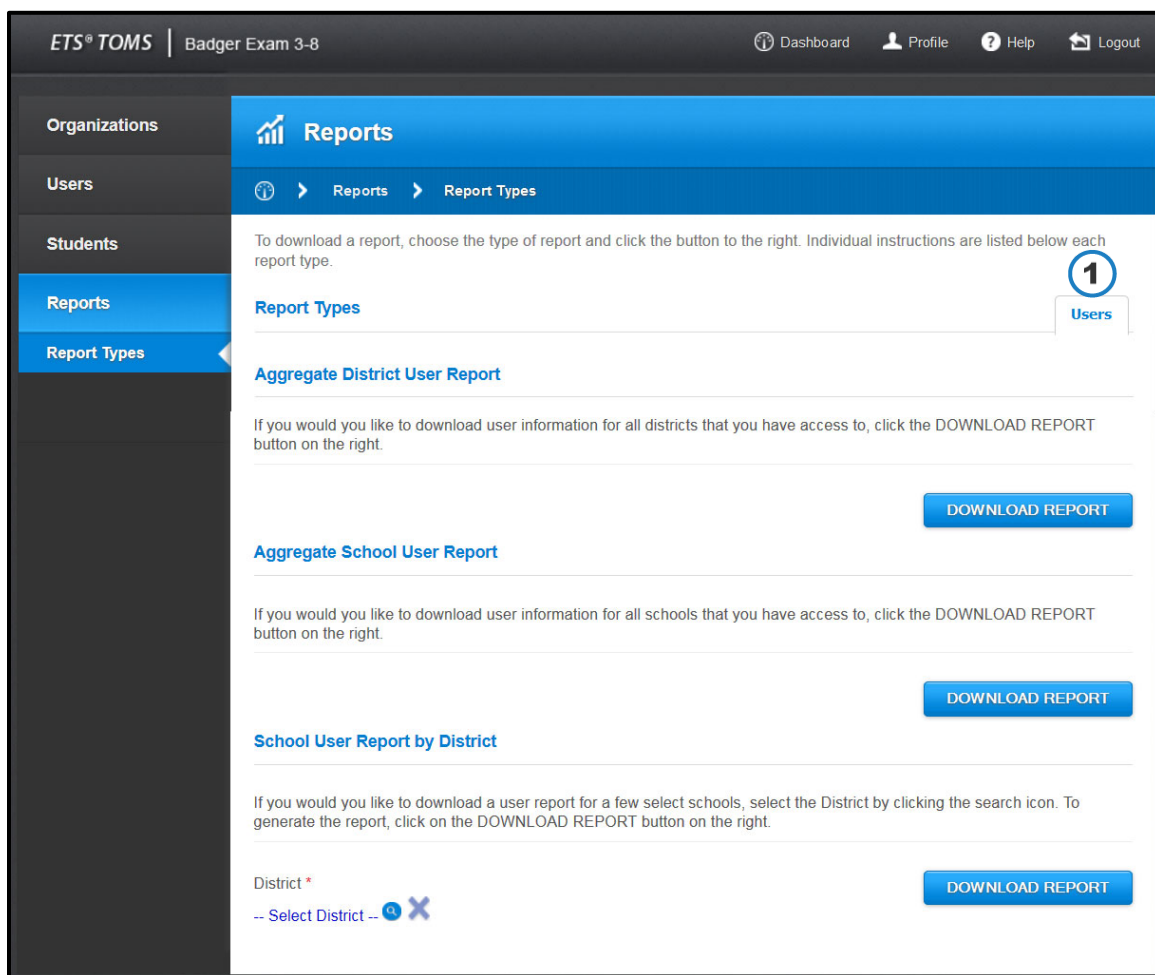
	Additional information regarding reporting will be provided in the TOMS Reporting Manual that will be released on March 19, 2015.

Appendix A: User Upload Excel Form Requirements and Restrictions

Column Header Fieldname	Data Type & Max Length	Valid Values
First Name	Alpha 64 character Max	User's first name - Accept mixed case but must be stored and displayed in TOMS in Upper Case
Last Name	Alpha 64 character Max	User's last name - Accept mixed case but must be stored and displayed in TOMS in Upper Case
Organization Code	Numeric 10 digit max	User's organization code - Must be a valid org code within the TOMS system
E-mail Address	Alphanumeric 64 character Max	User's e-mail address - Must be unique (emails can only be associated with one TOMS user)
Telephone Number	Numeric 10 digit max	User's telephone number - No hyphens, parentheses or extensions.
User Role Code	Alphanumeric 6 character Max	User's role in organization - Must be a valid Wisconsin Role Code District Assessment Coordinator - enter DC0001 District Tech Coordinator - enter DT0002 District Report User - enter DI0001 School Assessment Coordinator - enter SA0001 School Report User - enter SR0001 School Technology Coordinator - ST0001 Test Administrator - enter TE0001

Note: For the Spring 2015 administration, "Computer Adaptive Test" or "CAT" is being revised to "Section 1", and "Performance Task" or "PT" to "Section 2 PT". Upload templates will not reflect these changes but are still accurate.

Appendix B: Student Demographics Upload Excel Form Requirements and Restrictions

Note: Column Header Fieldnames in red text are required fields.

Column Header Fieldname	Data Type & Max Length	Valid Values	Business Rules
SchoolofAttendance	Numeric 10 digit max	10 character school level org code present in the WI organizational hierarchy in TOMS	Required Field Must be a valid district code within the WI organization database.
LastName	Alpha 35 character max	Must have non-blank values (no spaces allowed). May contain upper and lower case. Special chars (-) hyphen, (') apostrophe and (.) period must be allowed.	Required Field Alpha Must have non-blank values (no spaces allowed). May contain upper and lower case. Special chars (-) hyphen, (') apostrophe and (.) period must be allowed.
FirstName	Alpha	Must have non-blank values (no spaces allowed). May contain upper and lower case. Special chars (-) hyphen, (') apostrophe and (.) period must be allowed.	Required Field Alpha Must have non-blank values (no spaces allowed). May contain upper and lower case. Special chars (-) hyphen, (') apostrophe and (.) period must be allowed.
MiddleInitial	Alpha 1 character max	Alpha or blank	Not required
DOBMonth	Numeric 2 digit max	MM	2 digit month, must be 01-12
DOBDay	Numeric 2 digit max	DD	2 digit date, must be valid for the month entered. If month entered is 04, 06, 09 or 11 value must be 01-30 If month entered is 01, 03, 05, 07, 08 or 10 value must be 01-31 If month entered is 02, value must be 01-28 unless a leap year, it can be 01-29
DOBYear	Numeric 4 digit max	YYYY	Birth years available should equate to ages 5-18 as of the start of the current school year.
StateStudentID	Numeric 10 digit max	Any 10 digit number that conforms to the business rules.	Required field Must be unique per student within the WI instance. Cannot begin with 0 Cannot be 10 repeated digits (i.e. 9999999999) Public school students will have a WSN assigned to them that conforms to the business rules below. As of this date, all WSN's begin with a 1. For choice (voucher) students, the ID number will begin with a 3. It will end with the 4 digit school code. The numbers between will be created/assigned to individual students sequentially to create a unique identifying number. (see notes below) Non-public school students (including BIA students) will have the same format as choice students, but their first digit will be 2 rather than 3. (see notes below)
Grade	Alphanumeric 2 digit max	03, 04, 05, 06, 07, 08, NG (for No Grade)	Required field
Local_ID	Alphanumeric 30 character max		Optional field
ParentalChoiceProgram	Alphanumeric 1 character max	Blank, Y, N	N=Blank Default to Blank This field is only required for private schools. If a public school submits a Y value for this field, it will be ignored. (i.e. it will not be stored and no error message will display)
NonTested	Alpha 3 character max	ALT, NLE, PAR, RAE, SAE, SME, Blank (default)	Default to Blank
SchoolofAccountability	Numeric 10 digit max	Any 10 character school level org code present in the WI organizational hierarchy in TOMS	Required field Must be a valid school code in the WI organization structure.
Gender	Alpha 1 character max	M, F	Required field

Hispanic	Alpha 1 character max	Y, N	Required field
RaceCode	Alpha 1 character max	I, A, B, P, W, T	Required field
PrimaryDisabilityCode	Alpha 3 character max	A, CD, DB, EBD, H, LD, OHI, OI, SL, TBI, V, SDD, N, Blank	Defaults to Blank, Blank =N
Section504Indicator	Alpha 1 character max	Blank, Y, N	Defaults to Blank Blank=N
EconomicDisadvantageIndicatorCode	Alpha 1 character max	F, R, A, N	Defaults to Blank Blank=N
ELLIndicator	Alpha 1 character max	Blank, Y, N	Defaults to Blank Blank=N
ELP Code	Numeric 1 digit max	1, 2, 3, 4, 5, 6, 7	
MigrantIndicator	Alpha 1 character max	Blank, Y, N	Defaults to Blank Blank=N
District FAY Indicator	Alpha 1 character max	Blank, Y, N	Defaults to blank
School FAY Indicator	Alpha 1 character max	Blank, Y, N	Defaults to blank
State FAY Indicator	Alpha 1 character max	Blank, Y, N	Defaults to blank

Note: Column Header Fieldnames in red text are required fields.

Column Header Fieldname	Field Type & Max Length	Valid Values	Business Rules
SSID	Numeric 10 digit max	Any 10 digit number that conforms to the business rules	Required field Must be unique per student within the WI instance. Cannot begin with 0 Cannot be 10 repeated digits (i.e. 9999999999) Public school students will have a WSN assigned to them that conforms to the business rules below. As of this date, all WSN's begin with a 1. For choice (voucher) students, the ID number will begin with a 3. It will end with the 4 digit school code. The numbers between will be created/assigned to individual students sequentially to create a unique identifying number. Non-public school students (including BIA students) will have the same format as choice students, but their first digit will be 2 rather than 3.
Abacus Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Alternate Response Options ELA	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Alternate Response Options Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
American Sign Language for ELA (Listening Items only)	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
American Sign Language for Math Items	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Bilingual Dictionary for ELA Full Writes (PT only)	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Braille ELA	Alpha 1 character max	N=no Y=Yes – If selected, Permissive Mode ELA will default on Yes, and Print on Demand ELA will default to Yes in system regardless of what is chosen for that setting in the workbook Blank (blank=N)	Defaults to blank (N) If the value in this field is Y, the system will automatically change the values in both the Print on Demand and Permissive Mode fields for ELA to Y.
Braille Math	Alpha 1 character max	N=no Y=Yes – If selected, Permissive Mode Math will default on Yes, and Print on Demand Math will default to Yes in system regardless of what is chosen for that setting in the workbook Blank (blank=N)	Defaults to blank (N) If the value in this field is Y, the system will automatically change the values in both the Print on Demand and Permissive Mode fields for Math to Y.
Calculator Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Closed Captioning for ELA Listening Items ELA (CAT only)	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)

Color Contrast ELA	Alpha 13 character max	N=no Y=yes Blank=N whiteonblack, blueonwhite, whiteonblue, blackonyellow, yellowonblack, redonwhite, whiteonred, blackongray, grayonblack, greenonwhite, whiteongreen	Defaults to blank (N)
Color Contrast Math	Alpha 13 character max	N=no Y=yes Blank=N whiteonblack, blueonwhite, whiteonblue, blackonyellow, yellowonblack, redonwhite, whiteonred, blackongray, grayonblack, greenonwhite, whiteongreen	Defaults to blank (N)
Magnification ELA (Assistive Device)	Alpha 1 character max	N=no Y=Yes Blank (blank=N) 1.5, 2.0, 2.5, 3.0	Defaults to blank (N)
Magnification Math (Assistive Device)	Alpha 1 character max	N=no Y=Yes Blank (blank=N) 1.5, 2.0, 2.5, 3.0	Defaults to blank (N)
Masking ELA	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Masking Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Multiplication Table Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Noise Buffers ELA	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Noise Buffers Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Print on Demand ELA	Alpha 1 character max	N=no Y=Yes Blank (blank=N) **NOTE:** If ELA Braille was selected, Print on Demand ELA will default to Yes when uploaded to the system, regardless of what is chosen for that setting in the workbook	Defaults to blank (N) Data submitted in this field by school and district level users will be ignored.
Print on Demand Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N) **NOTE:** If ELA Braille was selected, Print on Demand Math will default to Yes when uploaded to the system, regardless of what is chosen for that setting in the workbook	Defaults to blank (N) Data submitted in this field by school and district level users will be ignored.
Read Aloud for Reading Passages Grades 6-8 ELA (CAT only)	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N) If student is not in grades 6-8, an error message should result.
Read Aloud for ELA Items (CAT only) and Stimuli (PT only)	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Read Aloud for Math (Items only)	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Scribe Accommodation for ELA writing items (PT Only)	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Scribe Designated Support for ELA (CAT only)	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Scribe Designated Support for Math (Items only)	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)

Separate Setting ELA	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Separate Setting Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Speech-to-text ELA	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Speech-to-text Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Stacked Translations (Spanish) Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Text-to-speech for ELA Reading Passages Grades 6-8 (CAT only)	Alpha 7 character max	Blank Items Stimuli Both	Defaults to blank (N)
Text-to-speech for ELA (Items only)	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Text-to-speech for Math (Stimuli & Items)	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Translated Test Directions for Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
*Translation Glossaries for Math (EMBEDDED) Math	Varchar 40 character max	TDS_WL_CantoneseGloss TDS_WL_Glossary&TDS_WL_ESNGlossary TDS_WL_Glossary&TDS_WL_KoreanGloss TDS_WL_Glossary&TDS_WL_MandarinGloss TDS_WL_Glossary&TDS_WL_PunjabiGloss TDS_WL_Glossary&TDS_WL_RussianGloss TDS_WL_Glossary&TDS_WL_TagalGloss TDS_WL_Glossary&TDS_WL_UkrainianGloss TDS_WL_Glossary&TDS_WL_VietnameseGloss TDS_WL0 (none) TDS_WL_Glossary TDS_WL_ArabicGloss TDS_WL_ESNGlossary TDS_WL_KoreanGloss TDS_WL_MandarinGloss TDS_WL_PunjabiGloss TDS_WL_RussianGloss TDS_WL_TagalGloss TDS_WL_UkrainianGloss TDS_WL_VietnameseGloss TDS_WL_Glossary&TDS_WL_ArabicGloss TDS_WL_Glossary&TDS_WL_CantoneseGloss	Defaults to blank (N)
Permissive Mode ELA	Alpha 1 character max	N=no Y=Yes Blank (blank=N) **NOTE:** If ELA Braille was selected, Permissive Mode ELA will default to Yes when uploaded to the system, regardless of what is chosen for that setting in the workbook	Defaults to blank (N)
Permissive Mode Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N) **NOTE:** If Math Braille was selected, Permissive Mode Math will default to Yes when uploaded to the system, regardless of what is chosen for that setting in the workbook	Defaults to blank (N)
Turn off Expandable Passages Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to Blank (Universal Tool available)
Turn off Expandable Passages ELA	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to Blank (Universal Tool available)

Turn off Global Notes ELA	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to Blank (Universal Tool available)
Turn off Digital Notepad ELA CAT	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to Blank (Universal Tool available)
Turn off Digital Notepad Math PT	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to Blank (Universal Tool available)
Turn Off Highlighter ELA	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to Blank (Universal Tool available)
Turn Off Highlighter Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to Blank (Universal Tool available)
Turn off Strikethrough ELA	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to Blank (Universal Tool available)
Turn off Strikethrough Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to Blank (Universal Tool available)
Turn off English Dictionary ELA	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to Blank (Universal Tool available)
Turn Off English Glossary ELA	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to Blank (Universal Tool available)
Turn Off English Glossary Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to Blank (Universal Tool available)
Turn off Mark for Review ELA	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to Blank (Universal Tool available)
Turn off Mark for Review Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to Blank (Universal Tool available)
Turn off Zoom ELA	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to Blank (Universal Tool available)
Turn off Zoom Math	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to Blank (Universal Tool available)
Thesaurus (Non-Embedded) ELA PT	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
English Dictionary (Non-Embedded) ELA PT	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Scratch Paper (Non-Embedded) ELA	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)
Scratch Paper (Non-Embedded) math	Alpha 1 character max	N=no Y=Yes Blank (blank=N)	Defaults to blank (N)

Document Change History

Revision Date	Summary of Changes
1/30/15	Appendix A Organization Code was revised to be 10 digit max, Appendix B removed "H" as valid RaceCode option.